



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 3**

**#T2701 *PARALEGAL
MONTHLY SALARY: \$4380 to \$5284**

***APPLICATION FILING PERIOD: FIRST DATE: November 27, 2009**

LAST DATE: OPEN

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification specified above. **PROMPT APPLICATION IS ENCOURAGED.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with a five day notice.**

***THE POSITION:** Under the general supervision of an attorney, Paralegals perform a variety of duties in specific areas of law, which include the following: review case files to determine documents and witnesses required; interview and coordinate court appearances of witnesses; draft a variety of legal documents that include pleadings such as complaints and answers, motions to compel, motions-in-limine, motions for summary judgment, and motions to strike; draft discovery requests and responses such as interrogatories, requests for production, requests for admissions and, expert witness designations; draft deposition questions and complete deposition summaries; conduct legal and statistical research; draft legal memoranda; assist at trial, hearings, and council meetings; use litigation and document management software, and e-discovery tools; and perform related duties as assigned.

REQUIREMENTS: You must meet **ONE** of the following requirements on the date you apply, unless otherwise indicated.

EDUCATION/EXPERIENCE: Proof of education (diploma, degree and/or transcripts), Certificate of Paralegal Training Program completion, and/or Attorney Attestation Form must be submitted with your application.

1. Certificate of completion of a Paralegal Training Program approved by the American Bar Association (ABA).
-OR-
2. Certificate of completion of a Paralegal Program at, or a degree from a post secondary institution that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education. Successful completion of a minimum of 24 semester, or equivalent, units in law-related courses is required.
-OR-
3. Bachelor's Degree or an advanced degree in any subject, **and** one year of full-time law-related experience under the supervision of an attorney. **(See NOTES #1 and #2 below).**
-OR-
4. High school or general equivalency diploma, **and** a minimum of three years of law-related experience that must have been completed no later than **December 31, 2003**. Qualifying experience and training must have been under the supervision of an attorney who was an active member of the State Bar of California for at least the preceding three years or who had practiced in the Federal Courts of California for at least the preceding three years. **(See NOTES #1 and #2 below).**

***NOTES:**

1. **Per Business and Professions Code, Section 6450 et. seq.** all qualifying law-related experience must have been performed under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the Federal Courts of California for at least the preceding three years.
2. **Applicants using experience to meet the requirements MUST submit a written declaration** from their supervising attorney(s) verifying that their "law-related" work experience would provide them with the requisite knowledge and skills to perform **paralegal tasks**. An "ATTORNEY ATTESTATION OF COMPLETION OF LAW-RELATED EXPERIENCE FORM" must be provided with your application materials for this purpose. **Qualifying experience must include substantial law-related work such as:** case planning, development and management; legal research; interviewing clients; fact gathering and retrieving information; drafting and analyzing legal documents; or collecting, compiling, and utilizing technical information. **Legal secretarial or clerical experience is not considered substantial legal work for purposes of this recruitment.**
3. **Per Business and Professions Code, Section 6450 et. seq.** it is mandatory that paralegals in the State of California complete the following continuing education: Commencing January 1, 2007, every two years, paralegals must complete four hours of continuing legal education in general and/or a specialized area of law and four hours of continuing legal education in legal ethics. All Paralegal applicants/incumbents shall be responsible for keeping a personal record of their completed course work and **may** need to provide proof of course work completed.

HIGHLY DESIRABLE QUALIFICATIONS: For the current vacancy, having a Bachelor's Degree, Paralegal Certificate AND at least one year of full-time qualifying law-related experience is highly desirable. Experience in land use litigation is also highly desirable.

LICENSE: A valid California Class C Driver's License **is required at time of hire.**

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS:** In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes,); and provide comprehensive information regarding what duties you have performed. If you do **not** have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Indicate how you are meeting the **JOB REQUIREMENTS** in the options listed below. **Proof of education must be submitted to the Personnel Department. Applicants using experience to qualify must submit an Attorney Attestation.**
 - a. Certificate of completion of a Paralegal Training Program approved by the American Bar Association (ABA).
 - b. Certificate of completion of a Paralegal Program at, or a degree from, a post secondary institution that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education **and** successful completion of a minimum of 24 semester, or equivalent, units in law-related courses.
 - c. Bachelor's Degree or advanced degree **and** one year of full-time law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the Federal Courts of California for at least the preceding three years.
 - d. High school or general equivalency diploma, **and** a minimum of three years of law-related experience that was completed no later than **December 31, 2003**.

- 2 Describe your law-related experience in the areas listed below. Indicate at which employer this experience was gained, your title and your level of responsibility.
 - a. Case planning, development and management.
 - b. Legal research.
 - c. Interviewing clients.
 - d. Fact gathering and retrieving information.
 - e. Drafting and analyzing legal documents.
 - f. Drafting legal and other memoranda
 - g. Collecting, compiling, and utilizing technical information.
 - h. Use of litigation and document management software and e-discovery tools.
3. Describe your law-related experience drafting the following types of pleadings, motions, discovery requests and responses. Indicate at which employer this experience was gained, your title and your level of responsibility.
 - a. Complaints and Answers.
 - b. Motions to Compel.
 - c. Motions for Summary Judgment.
 - d. Motions to Strike.
 - e. Special Interrogatories.
 - f. Requests for Productions.
 - g. Requests for Admissions.
 - h. Expert witness designations.
4. Describe your law-related experience in land use litigation. Indicate at which employer this experience was gained, your title and your level of responsibility.
5. Indicate if you possess a valid California Class C Driver's License.

*DCM/October 20, 2006/*Rev 3 (11/27/09)/Class 1598

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER

#T2701 PARALEGAL EMPLOYMENT VERIFICATION

ATTORNEY ATTESTATION OF COMPLETION OF LAW-RELATED EXPERIENCE SUFFICIENT TO PERFORM PARALEGAL DUTIES

(Business and Professions Code Section 6450 et. seq.)

Pursuant to Business and Professions Code Section 6450(c)(3), individuals with a baccalaureate degree or an advanced degree in any subject must also have completed a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the Federal Courts of California for at least the preceding three years.

Individuals with a high school or general equivalency diploma must also have completed a minimum of three years of law-related experience no later than **December 31, 2003**, under the supervision of an attorney who was an active member of the State Bar of California for at least the preceding three years or who practiced in the Federal Courts of California for at least the preceding three years.

Applicants must obtain a written declaration from their supervising attorney stating that they are qualified to perform paralegal tasks before using the title "Paralegal."

DIRECTIONS:

1. Applicants **PRINT** your full name on Line #1 below. Leave all other lines blank. They must be completed by your supervising attorney(s).
 2. Please make sufficient copies of this form and provide it to your current/prior supervising attorney(s) to complete.
 3. Attach completed copies to your application. (Note: If you meet experience requirements, but do not submit the completed forms with your application, you will be placed inactive on the eligible list and NOT considered for appointment until they are provided to the City of San Diego Personnel Department Testing Office prior to the expiration of the eligible list.)
-

1. I hereby declare under the penalty of perjury under the laws of the State of California that (Applicants Name) _____ was under my supervision from: ____/____/____ to: ____/____/____ and he/she has completed ____year(s) and ____month(s) of full-time law-related experience and has the requisite knowledge and skills to perform **PARALEGAL TASKS**.
2. I have been a member in good standing of the State Bar of California from: ____/____/____ to: ____/____/____ OR I have practiced in the Federal Courts in the State of California from: ____/____/____ to: ____/____/____.

(Attorney's Name)

(Attorney's Signature)

(California Bar Number)

____/____/____
(Date)